Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Worksheet – Record Keeping and the Accounting Process**

1. A book of original entry is called a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ lists all the accounts in the General Ledger.

3. The first two steps in the accounting process are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and

\_\_\_\_\_\_\_\_\_\_\_\_.

4. A journal entry with more than one debit or credit account is called a \_\_\_\_\_\_\_\_\_\_\_

entry.

5. Posting is the process of transferring amounts from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the

appropriate account in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

6. What number range is given to assets accounts in the Chart of Accounts? \_\_\_

7. Accounts within the 300’s range are \_\_\_\_\_\_\_\_\_\_\_\_ accounts.

**Use the Google Docs Spreadsheet titled “bec\_journal\_moneyinstructor” that is set up for you to journal these business transactions for Ben’s Electrical Corporation!**

8. Journalize the following transactions for the month of September:

a. On September 1, 2005 Ben Fried invested $10,000 in Ben’s Electrical

Corporation and received common stock in the company in return.

b. Ben’s Electrical Corporation purchased equipment that cost $8,500.

c. Ben’s Electrical Corporation purchased electrical supplies costing $3,600 on

credit.

d. On September 20, 2005 Ben’s Electrical Corporation billed customers $5,400 for work done.

e. On September 30, 2005 Ben’s electrical Corporation received $2,700 on account

for the month’s billings.